



**KERALA AGRICULTURAL UNIVERSITY**  
**B.Tech. (Agrl. Engg.) 2018 Admission**  
**III Semester Final Examination-December 2019**

Sacs. 2112

**Communication Skills & Personality Development (1+1)**

**Marks: 50**  
**Time: 2 hours**

**I Define the following**

**(10x1=10)**

1. Non- verbal communication.
2. Bibliography.
3. Oral communication.
4. Indexing.
5. Seminar.

**Match the following**

- |              |   |                    |
|--------------|---|--------------------|
| 6. Listening | a | Phrase             |
| 7. Hearing   | b | Mental process     |
| 8. Cliche    | c | Physical process   |
| 9. Kinesis   | d | French word        |
| 10. Precise  | e | Body communication |

**II Write Short notes on ANY FIVE of the following**

**(5x2=10)**

1. Enlist the functions of the communication.
2. Mention the benefits and limitations of oral communication.
3. Advantages of non-verbal communication.
4. Difference between conference and seminar.
5. Mention the meaning of field dairy and lab record.
6. Difference between bibliography and catalogue.
7. Difference between informative abstracts and descriptive abstracts.

**III Answer ANY FIVE of the following**

**(5x4=20)**

1. Explain the process of listening.
2. Explain the barriers to effective listening.
3. Explain the principles of effective oral communication.
4. Explain the individual presentation with its benefits and limitations.
5. What is writing and mention the principles of effective writing?
6. Define note taking and explain the phases of note taking.
7. Explain the guidelines for writing research abstracts.

**IV Write an essay on ANY ONE of the following**

**(1x10=10)**

1. Explain the sub disciplines of non-verbal communication.
2. Differentiate between technical writing and general writing.

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